

COURTROOM CLERK III

DEFINITION

Under general supervision this position will attend all sessions of Superior Court; perform all duties as a deputy clerk of the Court as outlined in California Government Code; maintain calendars; and perform other related work as assigned.

DISTINGUISHING CHARACTERISTICS

Employees in this class perform a variety of complex courtroom clerking and scheduling functions and provide technical guidance to other Courtroom Clerks. Courtroom Clerk III's usually have a broad understanding of court operations and case types. Employees in this class may be assigned to perform work in any courtroom and may be assigned to train courtroom clerks in any process or case type.

TYPICAL TASKS

- take and enter minutes of court actions, motions, dispositions, hearings, trials and calendars;
- enter orders of the court into the case management system;
- receive, mark and preserve exhibits; destroy exhibits per statute;
- Impanel juries and keep records of jurors' appearances;
- administer oaths to witnesses, jurors and bailiffs;
- coordinate with Jury Services on the collection of jurors fees and mileage and court; reporter appearance fees;
- examine, legal documents for correctness, sufficiency of information and files them accordingly;
- issue bench warrants, subpoenas, and writs when ordered by the Court;
- process motions for new trial and statements of decision;
- search court records for attorneys and public;
- review files for completeness and compliance with procedural requirements and statutory limitations;
- type orders, judgments and commitments;
- compose, prepare and mail correspondence;
- prepare and maintain court calendars;
- answer inquiries by telephone and mail;
- act as liaison between the court, the public, attorneys, other staff and County agencies;
- schedule courtroom clerks, court reporters, and /or bailiff for courtroom assignments;
- train courtroom clerks in new case type assignments and monitor work progress;
- write procedures to be incorporated into reference manuals;
- operate and train courtroom clerks to use electronic recording equipment;
- duplicate electronic recordings as requested.

EMPLOYMENT STANDARDS

Knowledge of:

- legal terminology;
- laws, codes, rules of court, ordinances and procedures sufficient to clerking in a Superior Court courtroom;
- proper customer service techniques;
- the format of business correspondence, minute order preparation and procedure manuals to include correct spelling, grammar, punctuation and the usage of the English language;
- courtroom protocol;
- the goals and functions of the judicial system at the local and state level;
- elements of supervision.

Ability to:

- Use advanced legal terminology and procedures for preparing, examining and maintaining legal documents and minute orders;
- speak and write clearly and professionally in order to explain court procedures, read proceedings and provide information to attorneys and the public;
- reason analytically and organize facts;
- remember and apply complex rules and procedures;
- follow complex oral and written instructions;
- perform multiple activities and assignments, often simultaneously, which require attention to detail and accuracy;
- work effectively with judicial officers, co-workers, attorneys, supervisors and the public while under pressure, time constraints and professional and legal standards;
- keyboard at a corrected rate of 45 wpm;
- operate and train others on the operation of personal computers and various software applications, including electronic recording equipment, related to courtroom operation and processing;
- interpret filing requirements and procedures in statutes and rules of court;
- review and prepare training material for new laws, rules of court and forms.

EXPERIENCE/EDUCATION

Four years of experience which must have involved the filing, indexing and processing of legal documents, forms or records used for Court proceedings plus two years of experience equivalent to a Court Clerk II.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 10 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; sitting and/or standing for prolonged periods of time.

OTHER CONDITIONS OF EMPLOYMENT

- This classification requires incumbents to remain available to work in a courtroom setting outside of normal business hours, on an as needed basis.
- This position may require a valid driver's license.

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